

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, March 10, 2011
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:00 p.m. and a quorum was present.
 - Members present: Veda Kull, Pat Harris, Ginny Thomas, Julie Plummer and Leora Olorunnisomo.
 - Members absent: Bill Schwab.
 - Staff present: Brian Funderburk, Assistant City Manager / Interim Library Director, and Josalyn Cicio, Systems Librarian.
2. Consider approving the minutes of the regular meeting held February 8, 2011.
 - Motion made by Veda Kull to accept the minutes as written, seconded by Ginny Thomas; motion passed unanimously.
3. Acknowledge communications.
 - Thank you from the library staff for appreciation luncheon. Firehouse Subs catered and gave the library 1,000 free coupons for the Summer Reading Program.
 - Library received 2010 Achievement in Excellence in Libraries award from the Texas Municipal Library Directors Association; sixth consecutive year to receive award.
 - Part-time staff member Dale Wilkinson retired in February as well as full-time children's librarian, Cassie Wilson; several positions are vacant. It was decided to hold off hiring a new children's librarian until a new director is hired, would like director input.
4. Receive State of Library reports.
 - Received February 2011 end-of-the-month statistical report.
 - Stats down due to bad weather days; GED and ESL evening classes were cancelled.
 - Fines/fees collected for the month was up 10.3% over 2010.
 - Reported library budget is on target.
 - Received an update on the Library Equipment Acquisition Fund (L.E.A.F.).
 - Ending balance through February 2011 - \$6,613.46.
 - Book sale donations for February 2011 - \$318.57 and received a \$100 donation from Mary Baldwin to be used for the upcoming Cake Walk event.
 - Sold 6 book bags in February.
 - Received ongoing report of volunteer hours in Library.
 - Volunteer hours up for January – 309 hours up 23.6% over 2010.
 - Received an ongoing report on programs.
 - March and April calendars have been published, hosted AARP Tax programs in February.
 - Announcement of upcoming events.
 - Board received copies of the library calendar of events for March and April 2011.
 - St. Patrick's Day Cake Walk scheduled for Thursday, March 17th.
5. Update from the Interim Library Director regarding the Library's Strategic Plan.
 - Library was successful in obtaining a grant from the Northeast Texas Library System (NETLS) for a consultant to serve as facilitator. Ms. Florence Mason, Adjunct Professor from University of North Texas, will be the facilitator.

- Date for Strategic Planning meeting with Ms. Mason is set for Monday, April 18th (all day meeting).
- Brian Funderburk and Josalyn Cicio attended a presentation by Steve Abrams February 24th in Austin at the Texas State Library and Archives Commission; Mr. Abrams discussed "re-thinking future planning for libraries".
- GED volunteer Manny Jackson donated a color Nook to the library.
- The Sachse library would like to talk to us about setting up a program to check out our library procedures for Nooks, Kindles, etc. We need to establish a policy.
- Kaufman County, Mesquite and Duncanville have joined our OverDrive Consortium.

6. Update on the Council's decision to approve the revised Library Policy Manual.

- City Council adopted policy manual without objections at the February 15th meeting.

7. Update from Board member Leora Olorunnisomo regarding author for Diversity Day.

- Patricia Watson will be available for Diversity Day program. She decreased her fee from \$250 to \$200.
- Leora will need direction; Josalyn will help facilitate with the Rowlett Community Centre. We will have three tables to use plus crafts in Antarctica section. Ms. Watson will have a table; we need to know how her program will be presented.
- Ms. Watson is to contact Josalyn directly for follow-up information.
- Leora Olorunnisomo made a motion to spend \$200 for author speaking engagement at Diversity Day. Veda Kull seconded the motion; motion passed unanimously.

8. Discuss enhancement of public's awareness of the library.

- Discussed having sign-up for library cards during Diversity Day; probably will not have enough staff to do this.
- Last year Kay Lincycomb had her own collection of books about the different cultures and shared during Diversity Day event.
- Library will have three tables for crafts and one table for Ms. Watson.
- Discussed dates available in October (1st, 15th or 29th) for the Mystery Dinner. Veda Kull received the full script for the play and forwarded to Brian Funderburk. She's also contacted Rowlett High School, but has not heard back yet. Tentative date is Saturday, October 15th from 6 to 9 p.m.
- Board discussed paying for script from Library Equipment and Acquisitions Fund (L.E.A.F.) account.
- Veda Kull made a motion to spend \$150 on the Mystery Dinner script for library awareness. Leora Olorunnisomo seconded motion; motion passed unanimously.
- Need details for the following:
 - date and time (will library need to close early)?
 - who needs to work event (staff – overtime)?
 - how many people can attend?
 - will issue tickets be issued?
 - will need a head count (leaning towards count of 50)
 - Meeting room capacity (determined by Fire Marshall): 74 people standing; 53 people sitting in chairs and 24 people with table and chairs.
 - will we cater?
 - have liquor?
 - will we have food and beverages before and during event?

9. Public announcements: Members of the Commission and or staff may make announcements of local civic events. No member of the board or commission may discuss or take any action with regard to the announcements.

- Brian Funderburk made an announcement on behalf of the City of Rowlett that during March, April and May the City will be conducting citizen surveys on new campaign on services, "Rowlett, My Community, My Money, My Choice". An hour Power Point presentation will be presented with citizens watching and voting. City's goal is to have 1,200 to 1,700 people voting; there are 75 meetings to be presented.
- City is announcing to all Boards they would like for everyone to meet with a group, make a commitment to attend one of these meetings.
- Live event will be next Wednesday and citizens will be able to vote electronically at the City's website.
- Brian Funderburk read the book, "The True Story of the Three Little Pigs" to a 3rd grade class at Dorsey Elementary on March 8th. The book was enjoyed by all.

10. Future Topics.

- Call to order
- Consider approving the minutes from the previous meeting
- Acknowledge communications and announcements
- Receive the State of Library report for previous month
 - receive an update on the library's budget
 - receive an update on Library Equipment Acquisition Fund (L.E.A.F.) fund
 - a) update on the "ongoing" book sale
 - b) update on tote bag donations
 - receive ongoing report on volunteer hours in library
 - receive an ongoing report on programs
 - announce upcoming events
- Update from Interim Library Director regarding the Library's Strategic Plan
- Recap from Board member Leora Olorunnisomo regarding author presentation at Diversity Day
- Discuss enhancement of public's awareness of the library
- Public announcements
- Future topics
- Adjourn

9. Adjournment.

Motion made to adjourn by Veda Kull and seconded by Ginny Thomas; motion passed unanimously. Meeting adjourned at 8:24 p.m.

Pat Harris
Pat Harris, Chairperson

5/12/11
Date